Envelope Imager CS
OPERATIONS MANUAL

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Part #: M-3418

inkjet technology by hp invent

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SAFETY PRECAUTIONS

THIS EQUIPMENT PRESENTS NO PROBLEM WHEN USED PROPERLY. HOWEVER, CERTAIN SAFETY RULES SHOULD BE OBSERVED WHEN OPERATING THE ENVELOPE IMAGER CS PRINTER.

BEFORE USING THE PRINTER, YOU SHOULD READ THIS MANUAL CAREFULLY AND FOLLOW THE RECOMMENDED PROCEDURES, SAFETY WARNINGS, AND INSTRUCTIONS:

- ✓ Keep hands, hair, and clothing clear of rollers and other moving parts.
- ✓ Avoid touching moving parts or materials while the machine is in use. Before clearing a jam, be sure machine mechanisms come to a stop.
- ✓ Always turn off the machine before making adjustments, cleaning the machine, or performing any maintenance covered in this manual.
- ✓ The power cord and power supply supplied with the machine should be plugged it into a properly grounded wall outlet located near the machine and easily accessible. Failure to properly ground the machine can result in sever personal injury and/or fire.
- ✓ The power cord and wall plug is the primary means of disconnecting the machine for the power supply.
- ✓ DO NOT use an adapter plug on the line cord or wall outlet.
- ✓ DO NOT remove the ground pin from the line cord.
- ✓ DO NOT route the power cord over sharp edges or trapped between furniture.
- ✓ Avoid using wall outlets that are controlled by wall switches, or shared with other equipment.
- ✓ Make sure there is no strain on the power cord caused by jamming between the equipment, walls or furniture.
- ✓ DO NOT remove covers. Covers enclose hazardous parts that should only be accessed by a qualified service representative. Report any damage of covers to your service representative.
- ✓ This machine requires periodic maintenance. Contact your authorized service representative for required service schedules.
- ✓ To prevent overheating, do not cover the vent openings.
- ✓ Use this equipment only for its intended purpose.

In addition, follow any specific occupational safety and health standards for your workplace or area.

This manual is intended solely for the use and information of Rena Systems Inc., its designated agents, customers, and their employees. The information in this guide was obtained from several different sources that are deemed reliable by all industry standards. To the best of our knowledge, that information is accurate in all respects. However, neither Rena Systems Inc. nor any of its agents or employees shall be responsible for any inaccuracies contained herein.

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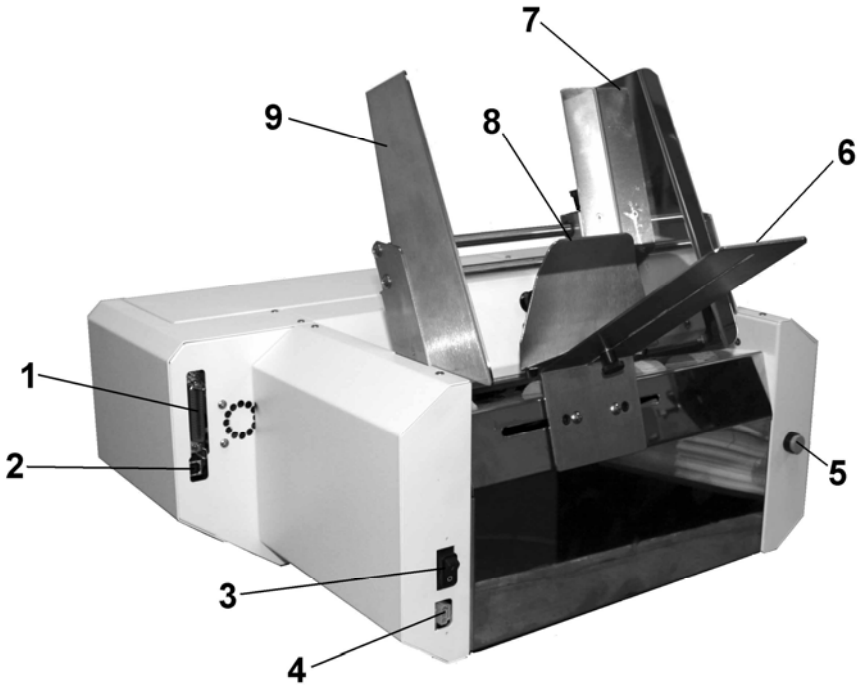
NOTES

Section 1 – Getting Acquainted

Front View

1.	**Paper Key –T**he LED on this key blinks when an action is required, such as loading paper or a misfeed (paper didn't feed into position, or jammed). Once the problem is solved (paper loaded, jam cleared), press this key to continue printing.
2.	**Cancel Key –** Pressing this key will cancel/clear the job being printed. **Tip**: Cancel the job from your software and clear (cancel) all pending documents from the Envelope Imager CS printer driver queue; then press this key.
3.	**Adjustable Side Guide –** Holds the paper against the fixed side guide.
4.	**Fixed Side Guide –** The paper is registered against this guide.
5.	**Soft Power Button –** Pressing this button will toggle the printer from ready mode to standby mode. Standby mode parks the ink cartridges and reinitializes the printer. USB users will get an audible tone from their computer acknowledging USB disconnect and reconnect. The fan will continue to run when the printer is in standby mode. The printer will automatically exit the standby mode if data is sent to it. Button Light — Description On Steady — Printer is Ready. Blinking — Printer is receiving/processing data. Off — Printer is in standby mode or powered off (main power off).

Rear View



1.	**Parallel Port Connection –** The Centronics Parallel cable attaches here.
2.	**USB Port Connection –** The USB cable attaches to the printer here.
3.	**Main Power Switch –** This switch connects/disconnects main power to the printer. Note: The printer performs an extensive cartridge cleaning process when first powered on and a print job is sent. It is recommended that you leave the printer's Main Power Switch on, unless you plan not to use the printer for an extended period of time.
4.	**Power Connection –** The printer's power pack is connected here. ***Use only the power pack that was included with the printer.***
5.	**Clear Paper Button –** Operates the paper transport motor to help clear any paper in the transport system. The feed rollers are not engaged during this process.
6.	**Rear Paper Support –** Provides the proper angle to enhance paper feeding and separation.
7.	**Adjustable Side Guide –** Holds the paper against the fixed side guide.
8.	**Rear Paper Guide –** Allows for adjustments in stack angle, based on paper type and length. Helps to force the paper against the separation area.
9.	**Fixed Side Guide –** The paper is registered against this guide.

Section 2 – Installing the Printer

Before using the Envelope Imager CS printer the following must be done:

- Choose a location for the printer
- Unpack and assemble the printer.
- Install the Inkjet Cartridges
- Set up the feed on the printer
- Plug in the printer and connect it to the computer
- Install the Printer Driver.

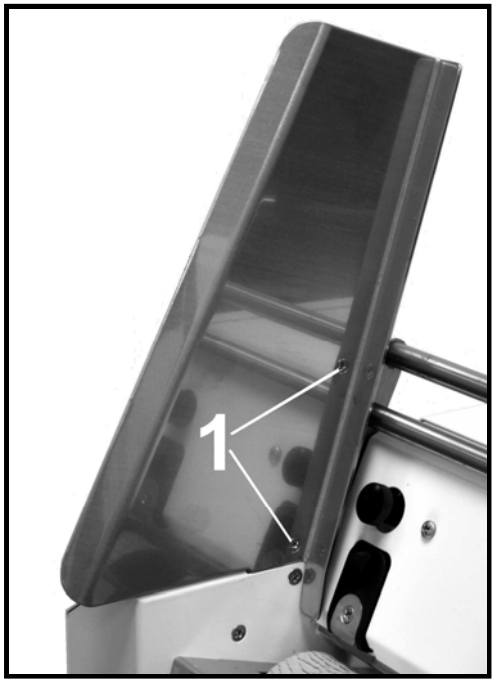
Choosing a Location

The Envelope Imager CS should be placed on a sturdy worktable or cabinet at least 9 inches from any walls. Protect the Envelope Imager CS from excessive heat, dust, and moisture – avoid placing it in direct sunlight.

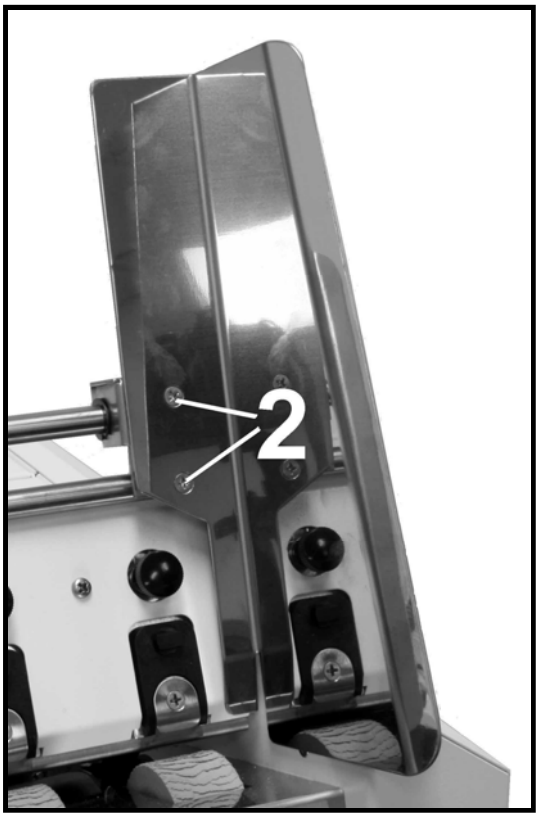
Unpacking and Setup

Remove the Printer and its parts from the carton. Save the packing material. Remove all packing tape. The screws that attach the various parts of the guides to the printer are under the tape in their respective positions.

Begin by installing the Fixed Side Guide. It is held in place by two screws [1]:

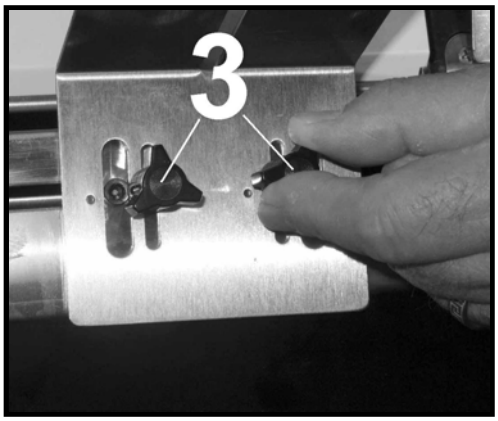


Next install the Adjustable Side guide using the two screws [2] provided.

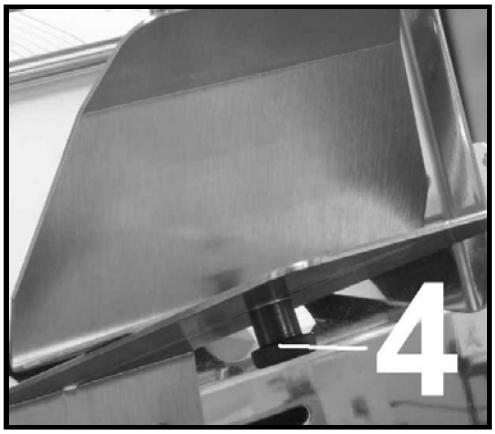


Attach the Rear Paper Support using the two knobs [3] provided.

NOTE: the large slots fit over the socket head screws.



Install the Rear Paper Guide using the thumbscrew and washer [4] provided. The washer goes between the screw and the Rear Paper Support.



Connecting the Envelope Imager CS

Plugging in the Printer

1. Make sure that the Main Power Switch [3], is in the OFF position.
2. Connect the power cord from the power pack to the connector [4] at the rear of the Printer.
3. Plug the power cord into the power pack and then plug the other end into a 115-220 Volt AC, 50/60 Hz. Grounded outlet. A surge protector is recommended.
4. The Main Power Switch [3] can be turned on after you attach the power cord to the Power Receptacle [4]

CAUTION

USE THE POWER SUPPLY PACKED WITH THE PRINTER.

DO NOT USE AN ADAPTER PLUG OR EXTENSION CORD TO CONNECT THE PRINTER TO THE WALL RECEPTACLE.

DO NOT USE OUTLETS CONTROLLED BY WALL SWITCHES.

DO NOT USE AN OUTLET THAT SHARES THE SAME CIRCUIT WITH LARGE ELECTRICAL MACHINES OR APPLIANCES.

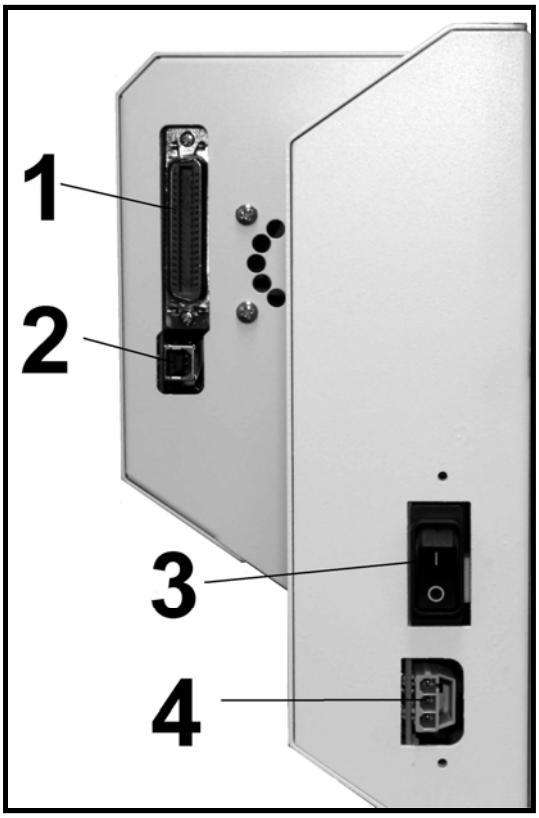
Connecting to the Computer

Important: Before connecting the printer to the computer, for the first time; please be sure to follow the instructions for "Installing the Printer Drivers".

Power the printer off before connecting/disconnecting the Parallel cable.

The Printer has both a USB [2] and a Parallel Port [1] connection. The two ports are located one above the other as shown.

- **USB Users**: Plug the USB cable from your computer, into the printer's USB Port.
- **Parallel Users**: Plug the parallel printer cable from your computer into the printer's Parallel Port and latch the two locking clips.

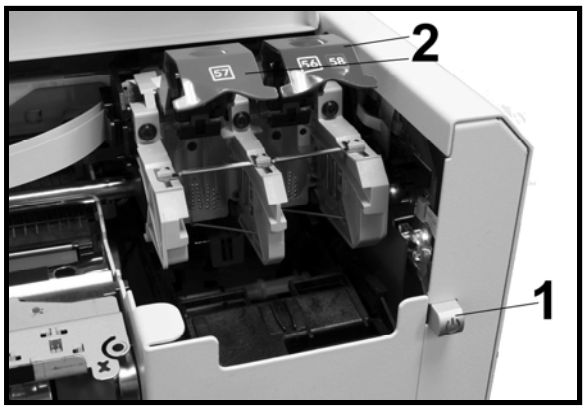


Install the Inkjet Cartridges

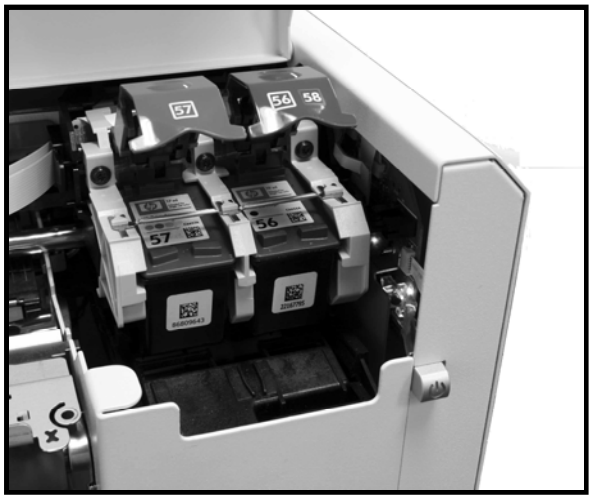
The Envelope Imager CS uses two ink cartridges, the C6657 Color cartridge and the C6656 or HP58 Black cartridge. Use the C6656 Black cartridge for everyday printing and the HP58 Black Cartridge for photos and high quality printing.

Install and replacing the cartridge is done in the following manner:

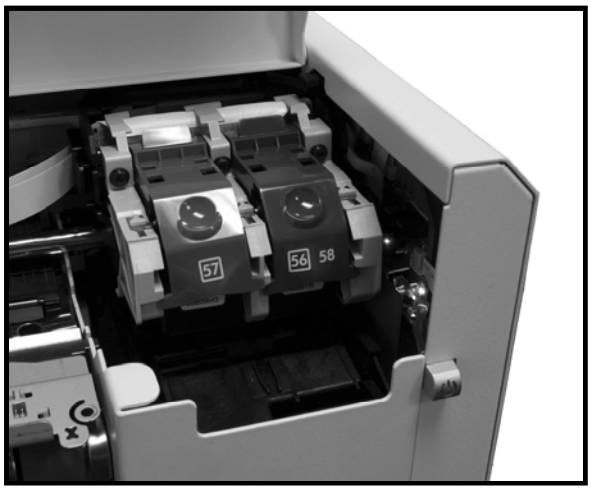
1. Plug in the Printer and turn the main power switch ON. Open the top cover and press the soft power button [1], the button will light... The printhead carriage will move side to side and the printhead wiper mechanism will move to its downward position. Wait until the mechanism stops moving. Then open the two printhead latching covers [2] by lifting them from the front.



2. Inset the cartridge into their appropriate positions as shown. The color cartridge goes on the left.



3. Press down on the cartridge latches until you hear a click, and then close the top cover.



THE INK IN THE CARTRIDGE MAY BE HARMFUL IF SWALLOWED. KEEP NEW AND USED CARTRIDGES OUT OF REACH OF CHILDREN. DISCARD EMPTY CARTRIDGES IMMEDIATELY.

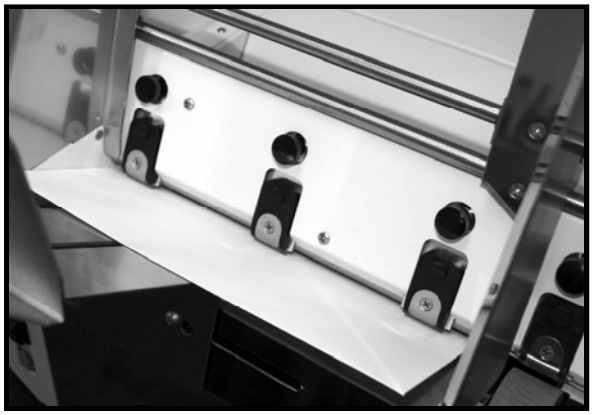
Setting up the Feed

They printer's feed systems is adjusted as follows:

1. Move the adjustable side guide so that the locking screws on the sheet separator assembly are accessible.

2. Loosen the locking screw and raise the separator, then tighten the locking screw to hold the separator in the up position. Repeat this step for all separators.

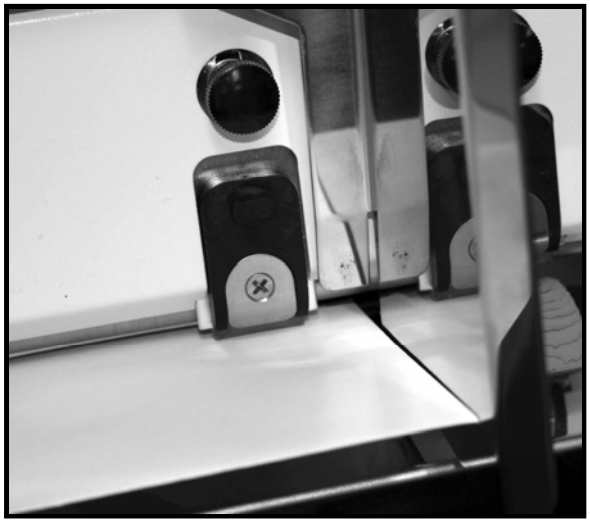
3. Place a single piece of media under the separators and against the fixed side guide.
On the separators that have media beneath them; loosen the separator locking screws, and let the separators drop onto the media. Then tighten the locking screws.



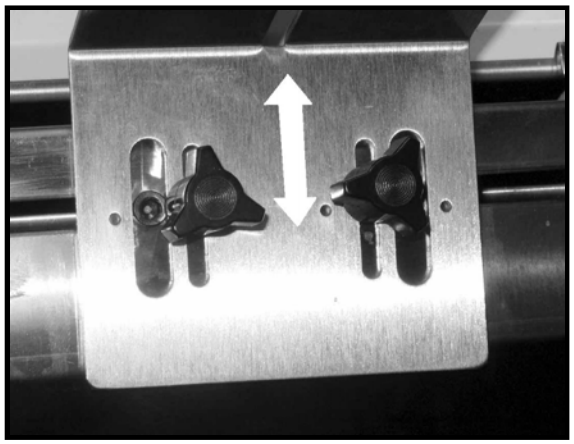
IMPORTANT
Be sure that unused separators are locked in their raised position. If not, they will rub on the feed rollers, causing transport problems and damage to the rollers and separators.

4. Position the adjustable side guide so that it about 1/32-inch from the sides of the media. Tighten the locking screw on the side guide.

5. If not already present place a single piece of media into the feed area so it is starting to feed under the separators. Then place additional media into the feed area; making sure the media stack is fanned so the bottom piece is closest to the separation point.

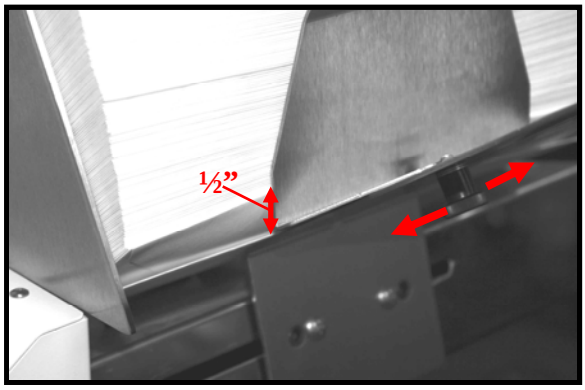


6. The rear paper support is adjustable by loosening the two locking knobs and raising it up or down.
   Start with the rear paper support in the center position (knobs aligned with small reference holes).
   If you experience feeding problems; raise or lower the rear paper support, to obtain the best angle of contact between the media and the feed rollers/separators.



7. Adjust the rear paper guide by loosening the locking screw and position the guide so that the back edge of the media is raised approximately 1/2-inch above the rear paper support.

8. The same procedure is used for other media sizes and types.



NOTE: The amount of media that can be stacked on the printer is determined by the weight of the material. The feeder may not feed larger and heavier media when the stack is full. If this is the case reduce the amount of media in the stack until the feeder functions properly.

Installing the Printer Driver

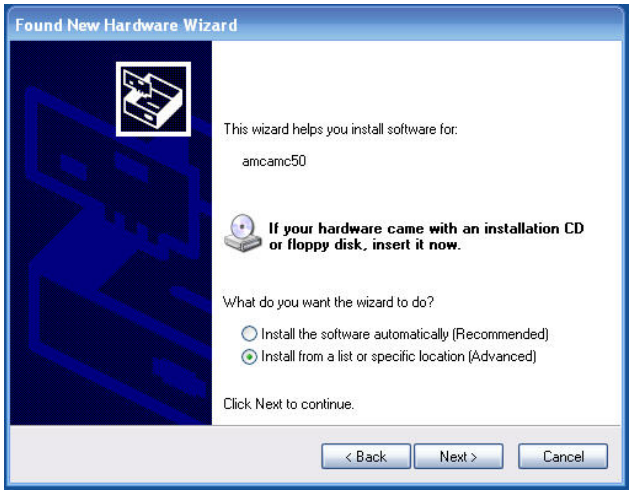
Please be sure to follow the procedure as described below.

1. Place the "Driver CD", supplied with the printer, into your CD-ROM drive.

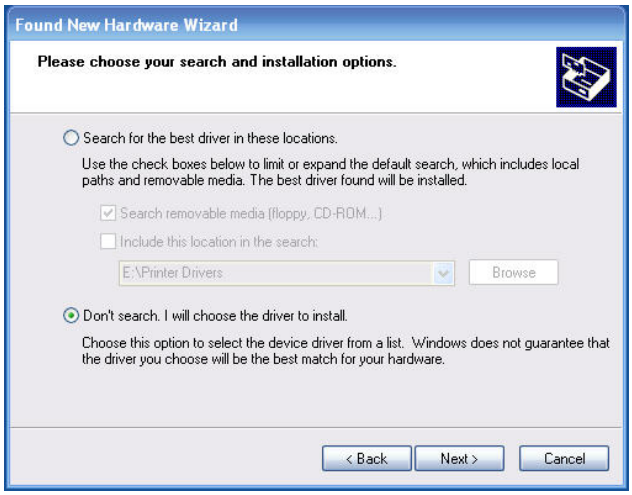
2. Connect the printer to the computer via the port you wish to use (USB or Parallel) and then turn the printer **ON**. After a little while, the "**Welcome to the Found New Hardware wizard**" will open on the computer screen.
   If prompted with "**Can Windows connect to Windows Update to search for software?**" Click on the "**No, not this time"** and then click on **NEXT>**.

Found New Hardware Wizard
Welcome to the Found New Hardware Wizard
Windows will search for current and updated software by looking on your computer, on the hardware installation CD, or on the Windows Update Web site (with your permission).
Read our privacy policy
Can Windows connect to Windows Update to search for software?
Yes, this time only
Yes, now and every time I connect a device
No, not this time
Click Next to continue.
< Back
Next >
Cancel

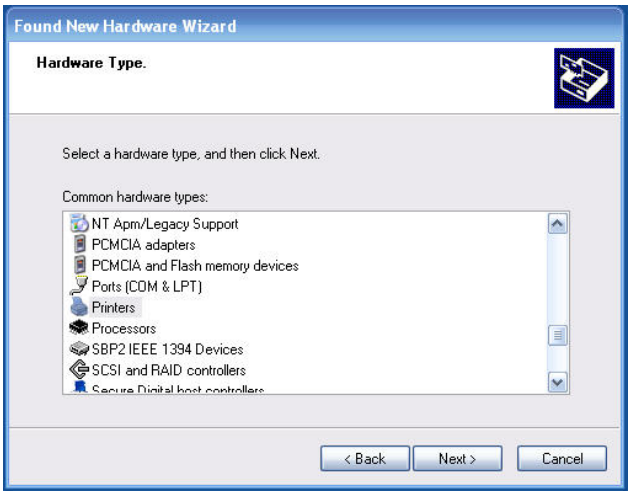
3. When prompted with "**What do you want the wizard to do?**", Click on the "**Install from a list or specific location (Advanced)**" and then click on **NEXT>**.


Found New Hardware Wizard
This wizard helps you install software for:
amcamc50
If your hardware came with an installation CD or floppy disk, insert it now.
What do you want the wizard to do?
Install the software automatically (Recommended)
Install from a list or specific location (Advanced)
Click Next to continue.
< Back
Next >
Cancel

4. When prompted with "**Please choose your search and installation options**.", select "**Don't search. I will choose the driver to install**.". Then Click on **NEXT>**.

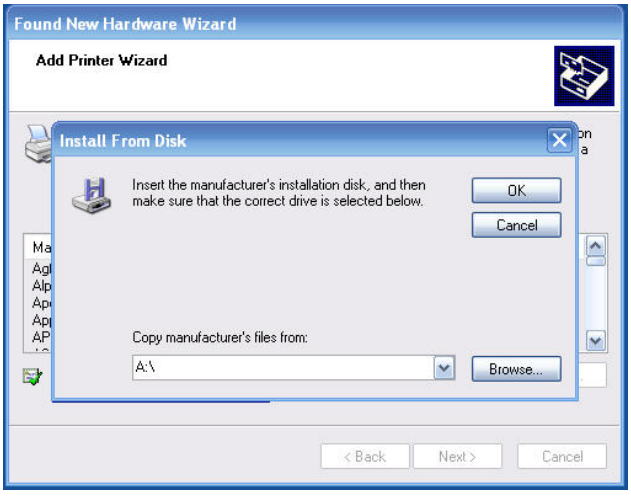

Found New Hardware Wizard
Please choose your search and installation options.
Search for the best driver in these locations.
Use the check boxes below to limit or expand the default search, which includes local paths and removable media. The best driver found will be installed.
Search removable media (floppy, CD-ROM...)
Include this location in the search:
E:\Printer Drivers
Browse
Don't search. I will choose the driver to install.
Choose this option to select the device driver from a list. Windows does not guarantee that the driver you choose will be the best match for your hardware.
< Back
Next >
Cancel

5. When prompted to "**Select a hardware type, and click Next**.", scroll down the list and select "**Printers**". Then Click on **NEXT>**.

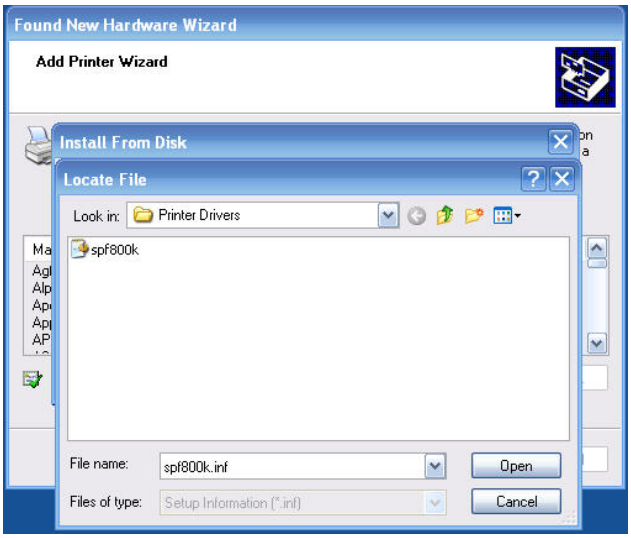


6. When the "**Add Printer Wizard**" window appears; Click on the "**Have Disk…**" button.

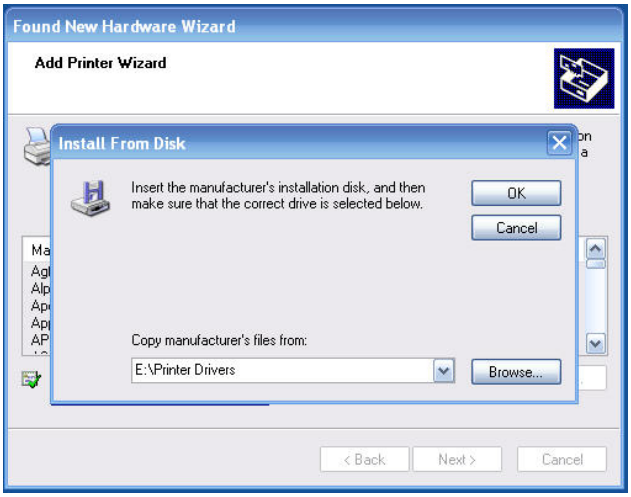
7. When the "**Install From Disk**" window opens; Click on the "**Browse…**" button.



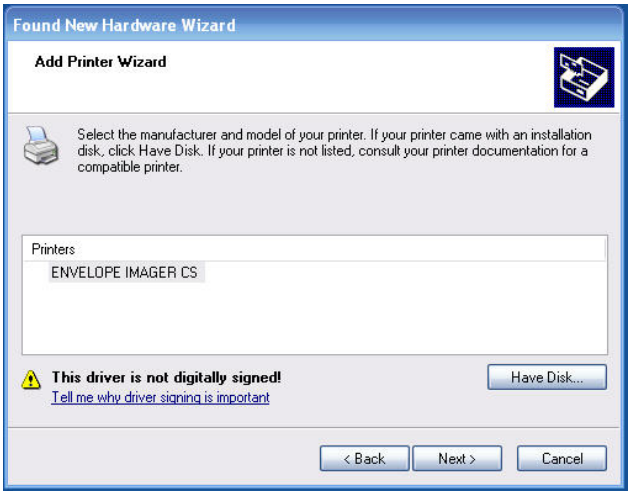
8. Locate the "**Printer Drivers**" folder on the "**CS Driver CD**", which you previously placed in your CD-ROM drive.
   Then select the file "**spf800k**".
   Click on the "**Open**" button.



9. When the "**Install From Disk**" window appears; Click on the "**OK**" button.



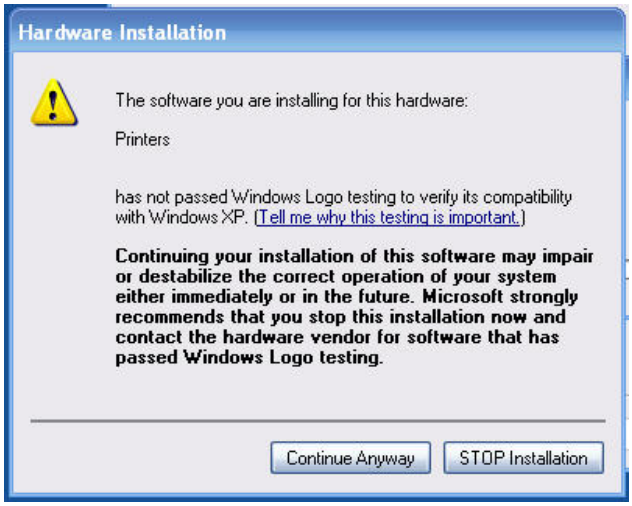
10. The "**ENVELOPE IMAGER CS**" will appear in the window.
    Click on **Next>**.


Found New Hardware Wizard
Add Printer Wizard
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.
Printers
ENVELOPE IMAGER CS
This driver is not digitally signed!
Tell me why driver signing is important
Have Disk...
< Back
Next >
Cancel

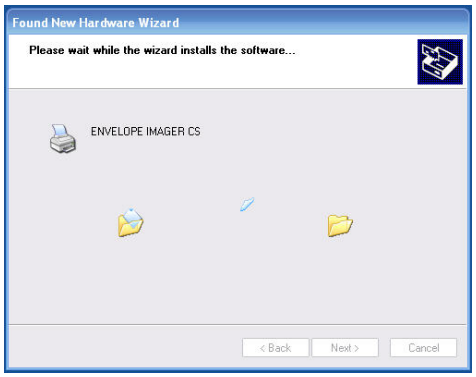
11. If the "**Update Driver Warning"** box appears, asking if you want to continue installing this driver; Click on the "**Yes"** button.

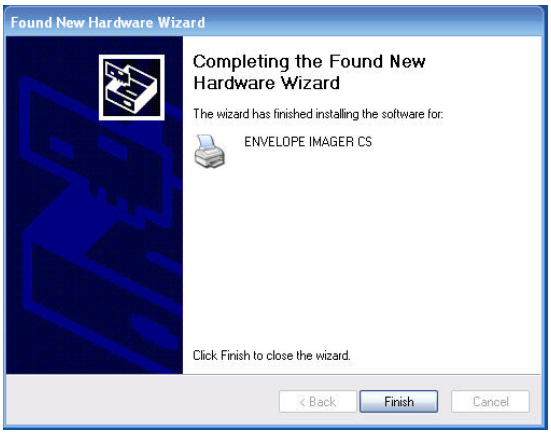
Update Driver Warning
Installing this device driver is not recommended because Windows cannot verify that it is compatible with your hardware. If the driver is not compatible, your hardware will not work correctly and your computer might become unstable or stop working completely. Do you want to continue installing this driver?
Yes
No

12. After a few moments a warning window will appear, to inform you that "**The software you are installing for this hardware has not passed Windows Logo testing…**".
Click on the "**Continue Anyway**" button.


Hardware Installation
The software you are installing for this hardware:
Printers
has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.)
Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
Continue Anyway
STOP Installation

13. Once the files are finished copying to your computer, you will be presented with the following screen. Click on the "**Finish"** button.





14. The installation is complete when the "**Found New Hardware**" box appears in the lower right-hand corner of your screen.

NOTES

Section 3 – Operating the Envelope Imager CS

Once the Printer Driver is installed on your computer, you are ready to start printing. This section is divided into two parts. The first part describes how to set up a job to print from Microsoft Word. The second part describes the driver properties and the various options available when you run a job.

The Printer Driver that you installed on your computer in Section 2 should be set as the default driver. It will then be accessible through your applications such as Microsoft Word. Other types of applications and database management software will work in a similar manner when using this Driver.

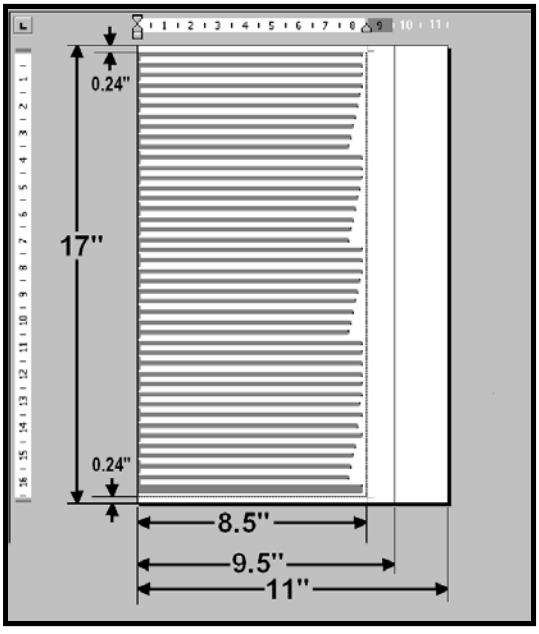
This Section further assumes that you have setup the feed and printer is connected to your computer.

Pausing a Print Job

To temporarily pause a print job, remove the media from the feed area. To resume the print job, insert media into the feed area. Then press the Paper key (LED will be blinking) to resume printing.

Setting-Up a Job in MS Word

The first thing that you have to take into account when setting up a job to print in MS Word or any other application is the print area of the printer and the paper sizes it can handle. The maximum print area for the Envelope Imager CS Printer is 8.5 inches wide by 17 inches long. The maximum paper size that the printer can feed is 11 inches wide by 17 inches long. The diagram on the right illustrates this difference.



When setting up for the maximum print area for an 11 inch by 17 inch document, always set the paper size as 9.5 inches wide by 17 inches long in the custom paper setting. Set the top and bottom margin to 0.24 inches and the left-hand margin to 0 inches. The right-hand margin should be set to 1 inch. You will now be able to layout the job and print the maximum printing area.

For other page sizes such as 8.5 inches by 11 inches (standard letter) or 8.5 inches by 14 inches (legal size) set the paper size to their exact sizes and choose the margins you want.

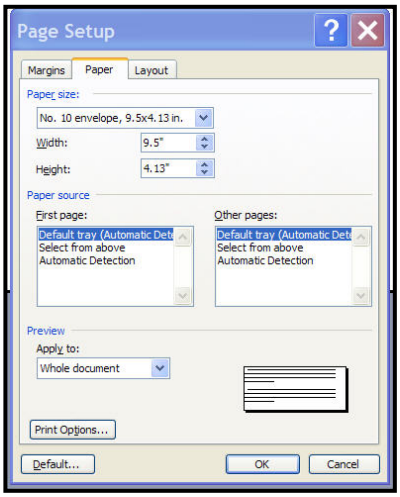
NOTE: the top and bottom margin default is 0.24 inches, but you can make them larger.

Printing on a #10 Envelope (Portrait), using MS-Word

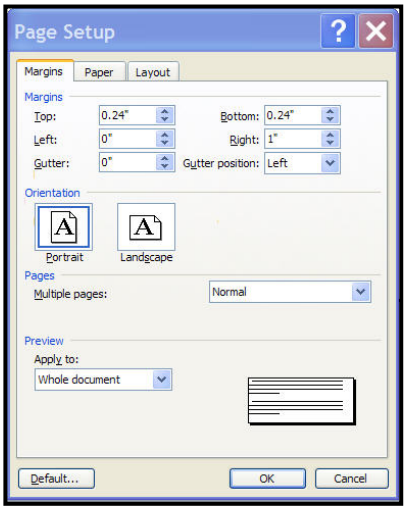
If you are using a #10 envelope; the envelope should be run portrait, flap first, with the 9.5 inch wide side touching the separators. This is the fastest way to run a #10 envelope.
If you need to print the entire 9.5" length of the envelope, please see the procedure on the next page.

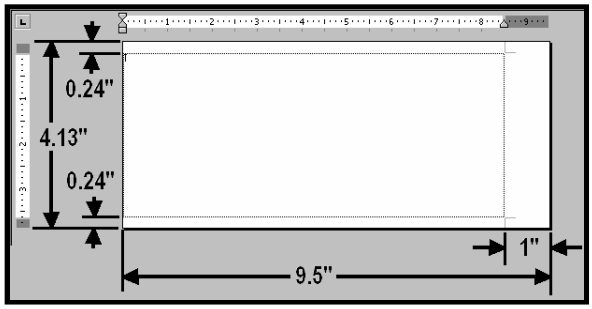
1. Click on File, Print and make sure the Envelope Imager CS has been selected as your printer.
   Click on the Properties button.
   Under the heading "Paper options" "Size is:", select "No. 10 envelope" from the pull down list.
   Click on OK to close the Properties window.
   Then click on Close to close the Print dialog box.

2. Click on File, Page Setup.
   Click on the Paper tab and set the page size to the "No. 10 envelope".



3. Click on the Margins tab.
   Make sure the Orientation is set to Portrait.
   Then set the margins that you want to use for the layout.
   Note: The minimum top and bottom margin is 0.24". The minimum left margin is 0"and the minimum right margin is 1", as shown below. Close the window by clicking OK.





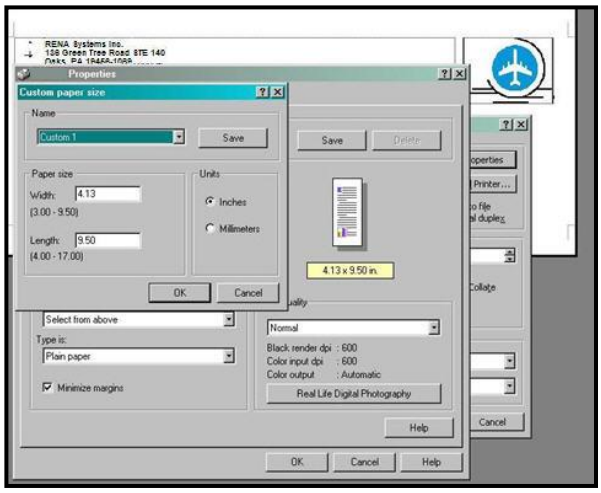
4. Insert and position the data where you want it on the page.
5. Click on File, Print. Select the range of data and or number of copies you want to print, and then click OK.

For more information about changes that can be made in the driver, please see the "Printer Driver Properties" section of this manual.

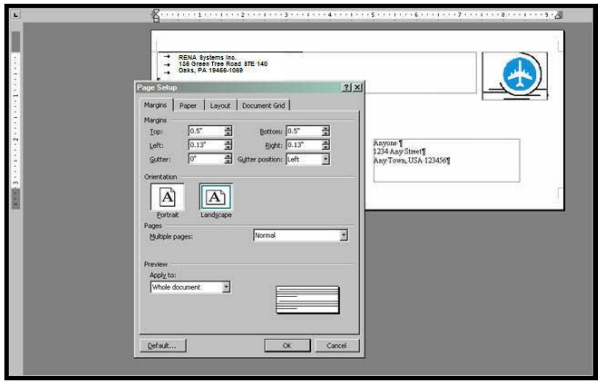
Printing the entire 9.5 inch length of a #10 Envelope (Landscape), using MS-Word

Normally a #10 envelope would be fed and printed in portrait orientation (flap first), as described on the previous page. However; if you need to print the entire 9.5 inch length of the #10 envelope you will need to feed and print in the landscape orientation. The printing speed will be greatly reduced because you will be running the envelope in the long direction.

1. The first step is to set the page size in the Envelope Imager CS Printer Driver. Go to Print from the File menu and make sure the Envelope Imager CS printer is selected. Click on Properties. In the Properties window select one of the "Custom" numbers (in this example we will use "Custom 1"), then click on the "Custom…" button. Under the Page size, set the Width at 4.13 inches and the Length at 9.5 inches, then click on Save. Click OK to close the "Custom paper size" window. Click on OK to close the "Properties" window. Click on Close, to close the "Print" window.



2. Set up your layout page by going to File, Page Setup in MS Word. Click on the Margins tab. Select Landscape for paper orientation.
   Set the top and bottom margins to zero, or to your preferred margins. The left and right margins can be set to a minimum of 0.13 inches.

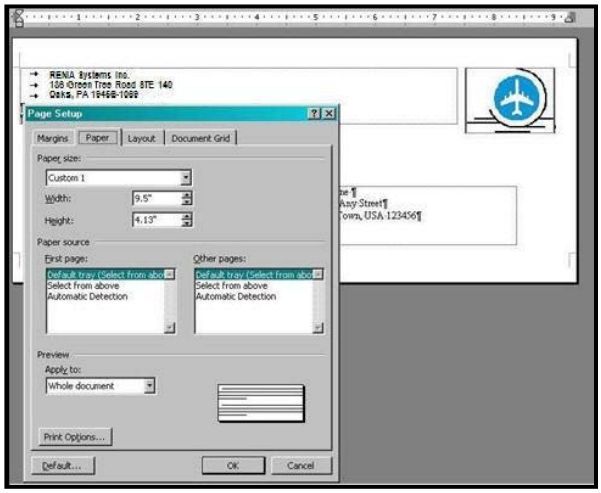


3. Click on the Paper Tab. Select the Paper Size as "Custom 1" (or whatever Custom # you set in the first step). Verify that the paper Width is 9.5 inches and the paper Height is 4.13 inches. Then click on the OK button to close the Page Setup window.

   NOTE: You must use a custom size to get the correct orientation of the envelope. Do not use the standard #10 envelope selection.

4. Position the data where you want it on the page.

5. Click on File, Print, Select the range of data and or number of copies you want to print, and then click OK.

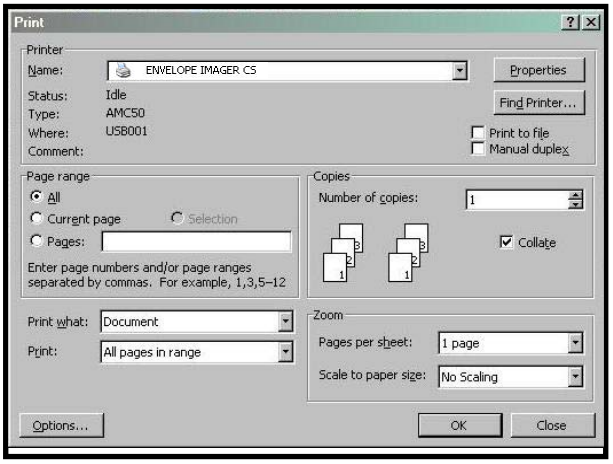


For more information about changes that can be made in the driver, please see the "Printer Driver Properties" section of this manual.

Printer Driver Properties

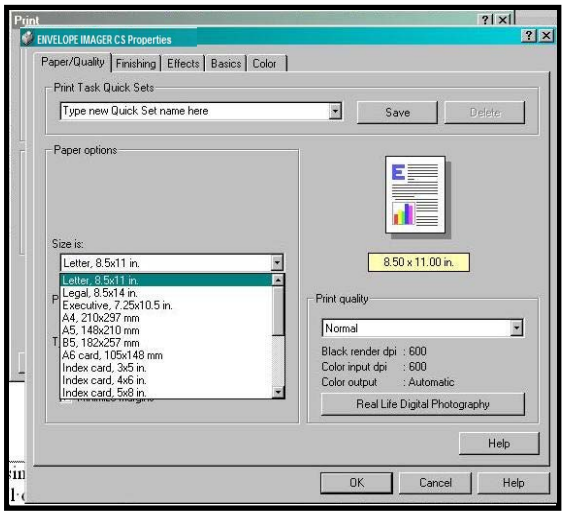
The Printer Driver for the Envelope Imager CS works the same as any other Printer Driver for Windows. It does, however have some enhancements to help you maximize the ability of the printer to print variable addressed quickly and efficiently.

Once the job is set up Click on File, and then on Print. The widow on the right will open.

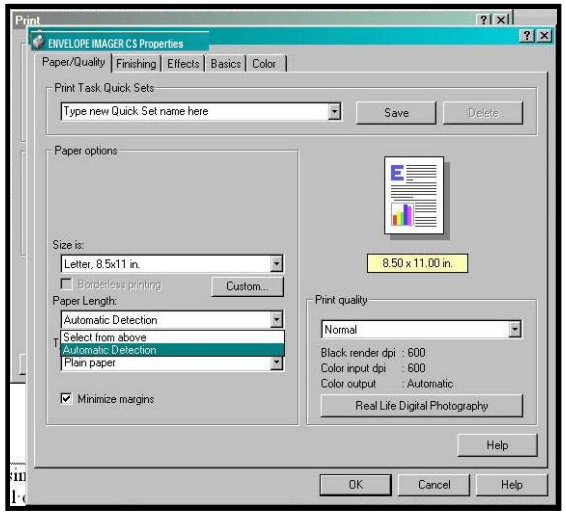


Paper/Quality Tab

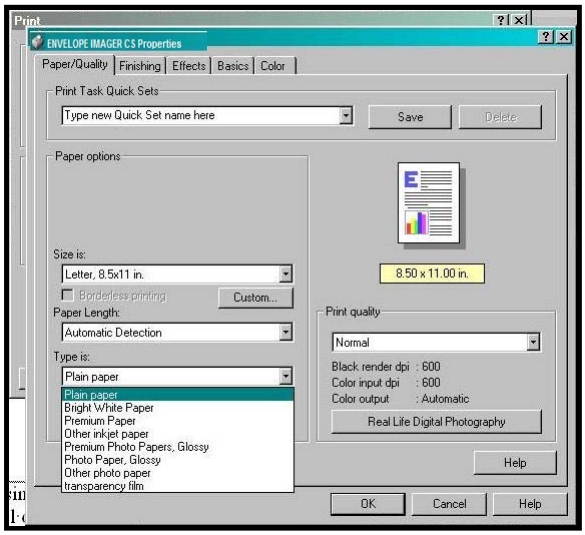
If you then click on the Properties button, the "Properties" window will open. Click on Size is box to select the size of the material to be printed. You can enter up to five custom sizes if the paper size you are printing on is not listed.



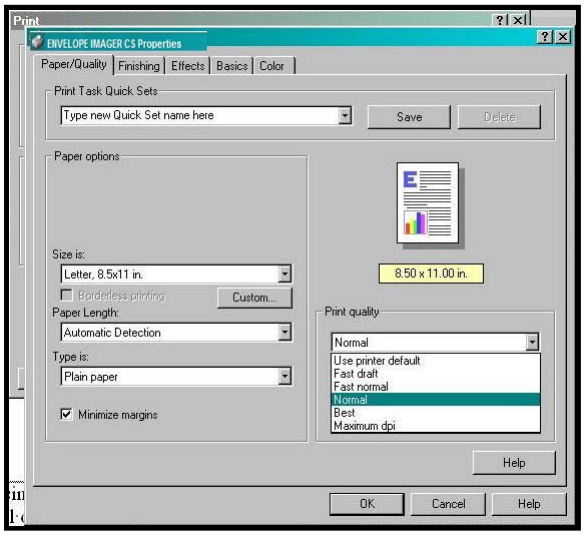
The next step is to click on the Paper Length box and select Automatic Detection.
Automatic Detection will cause the printer to feed one sheet of paper and measure its length. The printer will then use this information for each succeeding sheet. The first sheet is not printed.



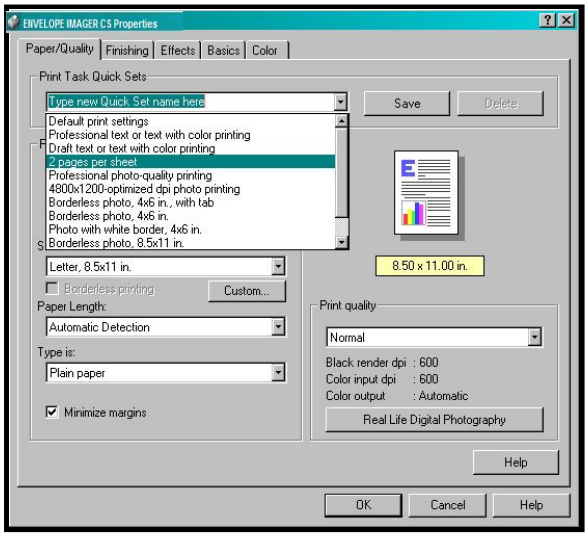
The Type is box allows you to select the type of paper you are going to print. Some settings such as Photo Paper, Glossy will adjust the printing mode in the software to account for the quality of the paper.



Print Quality refers to the amount of ink and the resolution of the image the printer will print. Fast Draft uses the least amount of ink, has the lowest resolution and prints the fastest. It is equivalent to 300 dpi (dots per inch). Fast Normal and Normal are approximately 600 dpi and print slower, but at a higher quality. The Best setting is approximately 1200 dpi and is used where high quality images are required. Finally, there is the Maximum DPI setting. This setting is used when printing photos and has a correction routine available under the Real Life Digital Photography button to help improve the quality of photos you print.

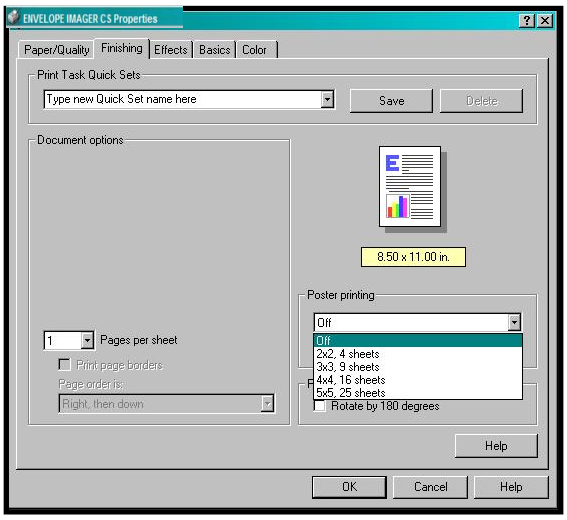


On this and subsequent pages in the Properties window you will notice at the top the Print Task Quick Sets menu. This menu contains some standard setups for printing different types of jobs. You may also add job setups to this menu by typing in a description or name for a job and clicking on the Save button. This is particularly useful if you have some standard jobs you run all the time. Highlighting the job and clicking the Delete button will cancel any of the jobs in the menu.



Finishing Tab

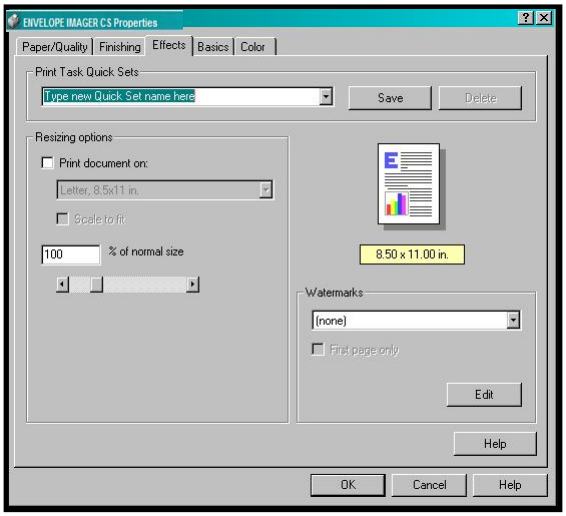
The Finishing tab give you the option of printing more than one page on a single page or printing a large single page over several sheets of paper to make a sign or poster. To print more than one page on a single page, click on the Pages per sheet menu and select the number of pages you wish to print. This option works with multiple page documents. The default is one. The Poster printing option works just the opposite way. If you wish to make a document larger use this option to select the size of the printed document. The default for this option is OFF.



Effects Tab

The Effects tab gives you additional options for print size. You can use the Print document on option to specify a particular size of paper that you want to print on regardless of the size of the original document. The printer will reduce or enlarge the output to match the document. If you select % of normal size the printer will print the document in the size you selected regardless of the size of the paper. The Watermarks option prints a light background watermark in the paper while printing the original document. When this option is selected the First page only option will let you print the watermark on the first page, but not subsequent pages.

The Edit button takes you to a second window that allows customization of the watermark, including font selection, color, density and you can also create you own watermark.

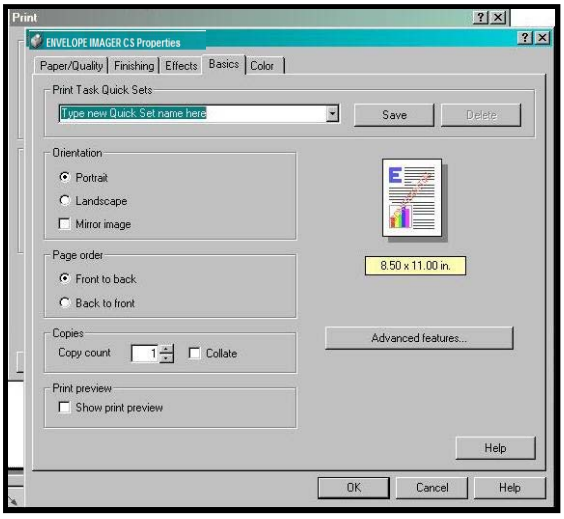


Basics Tab

The two important facts that you should be aware of with the Basics tab window are the Orientation should always be set to Portrait, never Landscape and under Page order if you are printing a merged data base, Front to back prints the last record first and Back to front prints the first record first. The Back to front is the fastest way to print database records.

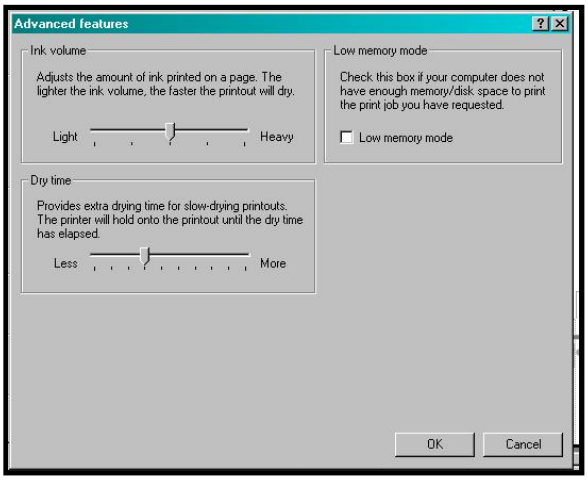
Copies, has a default of 1, buy you can select as many copies per document as you require. The Collate box will keep each set separate as it is printed.

If you check the Show print preview box a window will open before the printing starts so that you can see the document as it will be printed. This box has options to view the pages, start the printing or cancel the job.



The Advanced features option on the right gives you control over Ink volume which can be used to put less ink on the paper to help drying on less porous stock. The Dry time option will hold the printout until the dry time has elapsed and then print the next record.

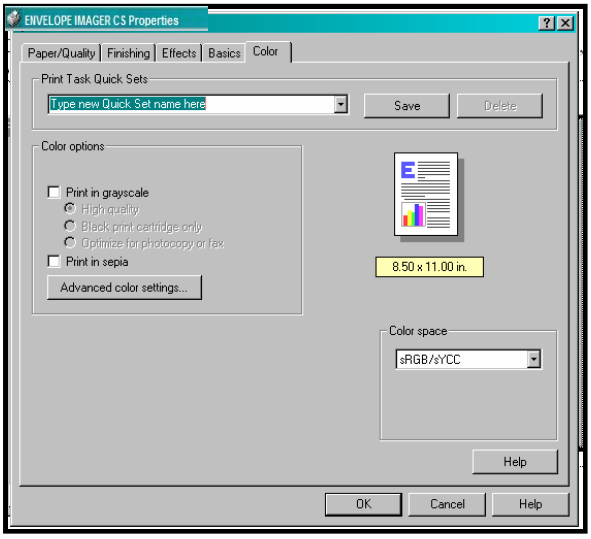
The last option in this window is the Low memory mode. Checking this box will manage the memory in your computer to print a large job if you do not have enough computer memory. This box should be left unchecked unless you really need it.


Advanced features
Ink volume
Adjusts the amount of ink printed on a page. The lighter the ink volume, the faster the printout will dry.
Light
Heavy
Low memory mode
Check this box if your computer does not have enough memory/disk space to print the print job you have requested.
Low memory mode
Dry time
Provides extra drying time for slow-drying printouts. The printer will hold onto the printout until the dry time has elapsed.
Less
More
OK
Cancel

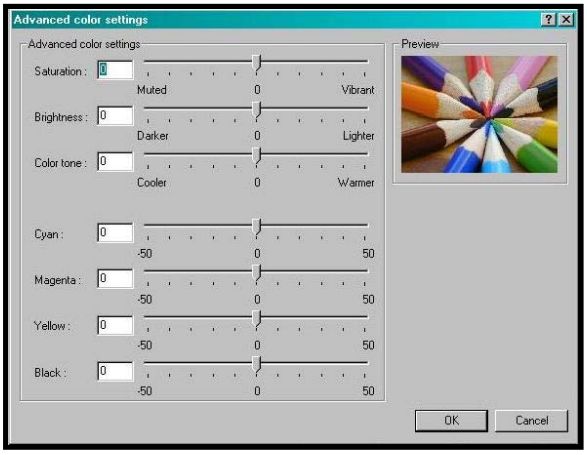
Color Tab

The Color tab helps you control the printer's color output. If you wish to print in black only click on the Print in grayscale and select one of the three options that are available. The second option Print in sepia will print a sepia colored color image. You can not click on both the Print in grayscale and the Print in sepia boxes together.

The default setting for Color space is sRGB/sYCC. The other choices are AdobeRGB and Managed by application. Unless you are familiar with or have an application that can manage the color use the default.



The Advanced color settings, gives you control of the color and how it is printed. You can adjust Saturation, Brightness and Color tone. You can also adjust the individual colors with this window. This is very useful when printing color photos.



The important thing to keep in mind when making changes to the standard settings in the driver is that if it can not be done you will get an error message.

Section 4 - Maintenance

This section covers how to care for the ink cartridges, clear paper jams, replace the sheet separators, and perform routing maintenance on the printer.

The Inkjet Cartridge

The Envelope Imager CS inkjet cartridges must be replaced when out of ink, when print quality is poor, or when the built in cleaning has not helped the image quality.

The Approximate life of the Black number C6656 inkjet cartridges based on three lines of 20 characters at 10-point size per address is 20,000 addresses in the Fast Draft mode.

NOTE: These figures can vary depending on the font selected.

To Replace the Inkjet Cartridge:

- Turn the printer on, open the top cover and press the soft key. Wait until the cartridge heads stop moving then the latch lever to release the cartridge and pull the cartridge toward you and lift it away from the holder.
- Remove the new inkjet cartridge from its packaging, taking care not to touch the copper contacts, the metal plate, or the gold printhead. Remove the protective tape from the printhead.
- Slide the new cartridge into its holder and latch the locking lever.
- Do not force the lever into place. See Section 2 “Installing the Ink Cartridges” for more details.

CAUTION

NEVER SHAKE, DROP, OR HIT THE CARTRIDGE AGAINST THE PALM OF YOUR HAND OR ANY OTHER HARD SURFACE. SHAKING THE PRINT CARTRIDGE DOES NOT “MIX” THE INK AND HITTING THE CARTRIDGE AGAINST A HARD SURFACE DOES NOT CLEAR THE NOZZLES BOTH OF THESE ACTIONS ACTUALLY HURT THE PRINT QUALITY BECAUSE THEY ALLOW BUBBLES TO FORM NEAR THE INK FIRING CHAMBERS. THESE BUBBLES PREVENT THE NOZZLES FROM FIRING CAUSING WHITE STREAKS IN THE PRINT IMAGE.

Storage

New cartridges should be stored in their original packaging and kept away from heat.

The cartridge once opened should remain in the printer.

Disposal

The cartridge may be disposed of in a normal manner.

If there should be an ink spill, use soap and water to clean up any problem areas. Abrasive soap works well to get the ink off hands.

The ink in the cartridge may be harmful if swallowed. Keep new and used cartridges out of reach of children. Discard empty cartridges immediately.

Cleaning the Printhead

The printheads in the Envelope Imager CS printer are cleaned automatically each time the machine is turned on or when the printer software decides they need cleaning. No operator intervention is required.

Jams in the Printer

If a jam occurs, **STOP** the Printer. You can do this by lifting up the front cover.

Some possible reasons for jamming are:

1. Feeding more than one piece of media. Check separation adjustment.
2. Damaged media, such a dog-eared (turn down corners).
3. Media that is not stiff enough may not be usable. Media that meets Postal stiffness requirements for automated feeding is acceptable in the Envelope Imager CS.
4. Envelopes that are caught under the flap of another envelope or stuck to one another may cause jamming.

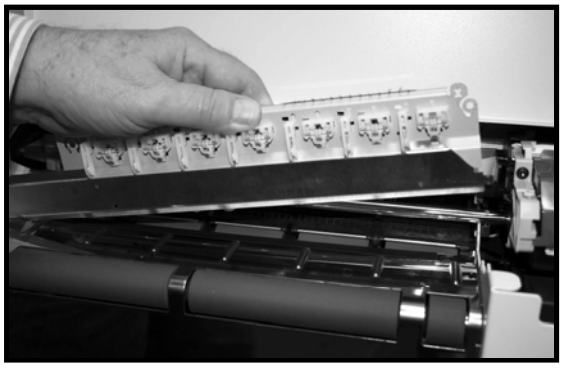
Failure to Feed Paper Stoppages

If a sheet feeds, but does not get into the proper position to feed, you can clear it from the machine by pressing the Green “Clear Paper Button”. This switch will operate the drive motor and rollers, but not feed any additional paper.

Removing Jammed Media

It may be necessary to remove one or more of the paper guides to gain access to the jammed media. The Forwarding Roller Guide Plate can be removed by pressing down on the plate and sliding it toward the feeder end of the printer. Lift the plate out of the machine.

The Exit Roller Guide Plate can be removed by opening the front cover, lifting the guide vertical and then lifting it out of its slot on the printhead side of the machine.



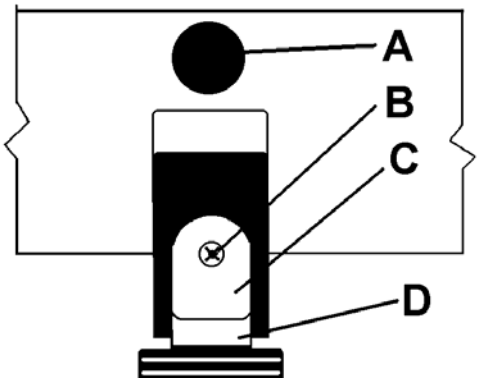
Misfeeds (Hesitations in Paper Feed or Out of Paper)

Misfeeds can cause the printer to stop and the Red light on the Paper key will blink (indicating an out of paper condition). Add more paper. Press the Paper key to feed the media. If the media continue to fail to feed, readjust the sheet separators for the media or replace the sheet separators.

Replacing the Sheet Separators

The sheet separators insure separation of the pieces as they are being fed. The do wear and must be replaced from time to time. If you experience double sheet feeding and can not adjust the separators to prevent it, they should be replaced. Replacement of the sheet separators is not difficult. Just follow the steps below:

1. Turn off the Envelope Imager CS and unplug it from the power source.
2. Move the adjustable side guides to its maximum open position. Release the separator-by loosening knob [A].
3. Lower the separators so that they touch the feed roller.
4. Remove the screw [B] and the separator support plate [C.] Then remove the separator [D] by prying it out of the holder.
5. Install a new separator and then install the separator support plate and screw.



Cleaning

The Envelope Imager CS

WARNING

THE PRINTER IS A PRECISION MACHINE THAT SHOULD BE CLEANED REGULARLY TO INSURE MANY YEARS OF SERVICE. BEFORE PERFORMING ANY MAINTENANCE DISCONNECT THE MACHINE FROM ITS POWER SOURCE!

The Printer must be cleaned regularly of accumulated paper dust and ink. Depending on the types of media that are run, paper dust may accumulate within the printer and on the transport. Unplug the printer from the power receptacle and remove the covers.

The internal areas are best cleaned with a vacuum that has a soft brush attachment to help loosen the dust particles. Take care not to damage the PC Boards or electrical wiring.

The exterior of the machine may be cleaned with any standard household cleaner which is non-abrasive and does not contain plastic harming solvents.

CAUTION

NEVER SPRAY OR POUR CLEANERS DIRECTLY ON OR INTO THE PRINTER. EXCESS LIQUID COULD HARM ELECTRONIC PARTS. ALWAYS DAMPEN A RAG WITH THE CLEANER AND APPLY IT TO THE PARTS TO BE CLEANED.

Feed Rollers and Forwarding Rollers

The feed and forwarding rollers can become glazed with paper lint and ink from the media. They should be regularly cleaned with a mild abrasive household cleaner on a damp cloth.

Avoid using solvents on the rubber rollers.

Section 5 – Trouble Shooting Guide

The following trouble shooting guides are provided to assist you in solving any problems that might occur with the Envelope Imager CS Printer. We have tried to make them as complete as possible. The best advice we can offer is to make sure that the system is setup properly, plugged in, that it has an adequate supply of ink before attempting to trouble shoot any problem.

HP Inkjet Print Cartridges

CONDITION	PROBLEM	SOLUTION
Black streaks in text ~~This is a sample of text showing black streaks in the copy.~~	Lint or paper dust on printhead.	Replace the ink cartridge
Cartridge will not print	Sheet is blank even after it has gone underneath cartridge(s).	Check to make sure the tape is off the printhead. Remove and reinsert the cartridge into the carriage holder. Install a new print cartridge.
White streaks in text or graphics RENA Systems Inc. 136 Green Tree Road STE 140 Oaks, PA 19456-1069	Poor contact between printhead and printhead holder. Lint or dust blocking printhead holes.	Clean interconnects in the cartridge holder. Remove and reinsert the cartridge into the holder. Insert a new Print Cartridge.

WARNING

DO NOT REMOVE THE SIDE COVERS OF THE PRINTER!

THERE ARE HIGH VOLTAGES PRESENT BEHIND THE COVERS!

The Printer

CONDITION	PROBLEM	SOLUTION
Extra lines; losing data	Database problem. Interference or bad data cable connection.	Check data. Check cable/connection
Improper output (printing strange characters, missing information)	Wrong driver selected. Wrong interface settings Static electricity	Check driver selection. Check software or data base on PC. Close the software and then turn Printer of and on.
Media jams	Double feeding Media is curled or bent Media is too thin	Adjust Sheet Separators on feeder. Uncurl media.
No communication	Wrong driver or port selected. Improper cabling / connector Unit not receiving power	Check driver selection. Use Proper cable (see Operator Manual). Check plug connections, on/off switch and fuse on back.
Not printing on media	Media not passing through paper sensor. Dirty paper sensor. Media or data not positioned properly in layout software.	Make sure media is positioned against the fixed side guide. Clean sensor with compressed air. Adjust margin setting in layout software.
Print too light or missing character dots	Clogged or dirty printheads Running out of ink	Replace inkjet cartridges.
Blurry address RENA Systems	Image is not sharp	Replace the inkjet cartridge or change the printer resolution setting.
Split line of type RENA Systems Inc. 136 Green Tree Road STE 140 Oaks, PA 19456-1069	Misalignment between top and bottom parts of an address line. Line of text being split between head passes.	Reposition the text in the layout. Increase the print resolution. A higher quality setting will provide better alignment characteristics.
Feeding problems	Double sheets. Miss feeds.	Adjust the sheet separator.
Paper Misfeeds (Hesitation in paper feed or out of paper.)	Paper LED flashes	Add paper or readjust sheet separation. Then press the Paper button to feed the paper into position for printing.

Appendix A – Envelope Imager CS Specifications

PRINT TECHNOLOGY	Thermal Inkjet, C6656 Black and C6657 Full Color Cartridges
ADDRESS SPEED	4,300 /hour at 300 dpi Fast Draft Quality 3,600 /hour at 600 dpi Normal Quality (3 Lines on a #10 Envelope or a 4"x6" Postcard)
PRINT QUALITY (Five Choices)	**Description** — **Dots Per Inch** — **Resolution** Maximum Quality — 1200 d.p.i. — 2400 x 1200 dpi Best Quality — 1200 d.p.i. — 1200 x 1200 dpi Normal Quality — 600 d.p.i. — 600 x 600 dpi Fast Normal Quality — 600 d.p.i. — 600 x 600 dpi Fast Draft Quality — 300 d.p.i. — 300 x 300 dpi
IMAGE AREA	Up to 8.5" Wide by 16" High.
FONTS	All TrueType fonts available on PC
GRAPHICS, LOGOS, AND BARCODES	Allows printing of graphics, logos, and barcodes
MATERIAL SIZE	Minimum: 3" x 5" (76 mm x 127 mm) Maximum: 11" x 17"(279.4 mm x 431.8 mm)
MATERIAL THICKNESS	Minimum: 0.006" (0.2 mm) Maximum: 0.0625", 1/16" (1.5 mm)
FEEDER CAPACITY	Up to 300 #10 envelopes
SOFTWARE	Windows™ Printer Drivers for Windows™ 2000 and XP
PC INTERFACE	Parallel and USB (1.1)
DIMENSIONS	19.5" W x 22" L x 17-1/4" H (495 mm W x 559 mm L x 440 mm)
WEIGHT	40 lbs. (18.2 kg.)
ELECTRICAL	115VAC or 240VAC 50/60 Hz
OPTIONS	Conveyor/Stacker/Dryer, HP58 Photo Black Cartridge

All Specifications Subject To Change Without Notice

Appendix B – Supplies and Optional Hardware

The following supply items and optional hardware are available from your local Rena Systems Dealer:

Supplies

Black Inkjet Cartridge	C6656
Photo Black Ink Cartridge	HP 58
Color Cartridge	C6657

Optional Hardware

Conveyor /Stacker Available

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